

Lunchtime Supervisor – Grade 3

Information for Candidate



Netherton Moor Road  
Netherton  
Huddersfield  
HD4 7JE

Tel: 01484 661832

With Compliments

Emma Barker  
Headteacher

# Netherton Infant & Nursery School



Netherton Moor Road, Netherton, Huddersfield, HD4 7JE

Tel: 01484 661832

Email: [office@nethertonian.co.uk](mailto:office@nethertonian.co.uk)

Web: [www.nethertonian.co.uk](http://www.nethertonian.co.uk)

Headteacher: Mrs. Emma Barker

November 2022

Dear Applicant,

Thank you for your interest in the post on offer at our school. We hope this information pack containing details of the position and the school is helpful.

To assist you in making a successful application, the points below are given for your guidance:

- Please complete all elements of the application form fully
- A supporting letter should address all criteria in the Personnel Specification.
- This letter should be no more than two sides of A4 using Arial font no less than size 11
- Completed forms should be handed in at the school or emailed to [office@nethertonian.co.uk](mailto:office@nethertonian.co.uk) by 12.00pm on Monday 28<sup>th</sup> November 2022
- A CV is not required.
- Please mention to your referees that references for shortlisted candidates will be requested at short notice.

Yours sincerely,

Emma Barker  
Headteacher



Netherton Infant and Nursery School is an infant and nursery school set in beautiful surroundings on the edge of the Peak District National Park. We have approximately 189 children in classes ranging from Nursery to Y2.

Our school vision statement is clear:

"Our aim is to help the children to reach their full potential, to develop their social awareness and be happy individuals"

Our values are:

*Achieve – Providing opportunities for our children to achieve their potential, academically, socially and emotionally.*

*Friendship – To engender lifelong friendships and positive relationships.*

*Respect – To encourage respect towards each other creating a safe, positive environment where children feel respected enough to appreciate themselves.*

*A love of learning.*

Governors and staff believe that children work better and learn more effectively in an atmosphere of friendliness but within a framework of good order which engenders good behaviour. Emphasis is placed upon the establishment of good relationships between staff and children and between home and school.

In September 2019, Netherton Infants entered the newly formed Together Learning Trust. Being part of the Together Learning Trust will enable our schools to continue to flourish and develop within a supportive school focused community, where the expertise of those who have a hands on understanding of our children will lead the way forward.

At Netherton Infants, we aim for children to develop awareness of responsibilities towards themselves, others and their environment. The children are actively encouraged to make positive contributions to their own education, school and community in general. We are a happy, positive school and we look forward to a productive time and successful future. We believe strongly in the partnership between home and school and want families to be actively involved in supporting children's learning and the school.

## **Applications are invited for the post of:**

Lunchtime Supervisor  
£2,812  
Term Time Only

We are looking for a friendly, flexible and caring person to join our school, supervising the pupils on the school premises at lunchtime. The hours are 6 hours 40 minutes per week (11.55pm – 1.15pm Monday to Friday). Ideally, the successful candidate will be available to start immediately after the Christmas holidays.

### **We would like you to:**

- be positive, with high expectations for children and their behaviour
- be proactive at promoting positive play for a calm and purposeful playtime
- be professional and hard working
- have good verbal communication skills in order to liaise with children and other staff members
- have the ability to relate to children from diverse backgrounds

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

If you require further information about the role, please contact the school on telephone 01484 661832 or you can visit the school website at [www.nethertonian.co.uk](http://www.nethertonian.co.uk)

Completed application forms must be returned directly to the Headteacher by 12.00pm on the closing date of Friday 2<sup>nd</sup> December 2022.

Interviews will be held on week commencing 5th December 2022.

## **Job Description**

### **Lunchtime Supervisor Grade 3**

#### **PURPOSE OF JOB**

Working as part of a team to be responsible, through the Senior Lunchtime Supervisor for the supervision of students/pupils on the school site throughout the midday break (the interval between the close of morning school and the re-commencement of school in the afternoon).

To assist in securing the health, safety, welfare and good conduct of pupils. To support activities and good behaviour in accordance with the practices and procedures of the school.

#### **KEY AREAS**

1. Supervision of Pupils on School Premises
2. Promoting Positive Behaviour
3. Promoting Personal and Social Skills
4. Appropriate Communication
5. General

#### **DUTIES AND RESPONSIBILITIES**

##### **1. Supervision of Pupils on School Premises**

- 1.1 To supervise areas, both indoors and outdoors, where students/pupils congregate during lunchtime, maintaining Health & Safety practices.
- 1.2 Taking account of relevant practices and procedures, to supervise and monitor activity areas, corridors, toilets, classrooms etc as required.
- 1.3 To supervise students/pupils eating their meal on school premises, in specified areas set aside for dining purposes which includes issues such as dealing with spillages.
- 1.4 To supervise queues waiting to enter specified dining areas.
- 1.5 To undertake the personal care of students/pupils including toileting, dressing, sickness, as appropriate.
- 1.6 Where required, to assist in the bringing food to, and feeding children unable to feed themselves.

##### **2. Promoting Positive Behaviour**

- 2.1 To encourage positive behaviour through implementation of school's behaviour policies and practice and dealing with incidents as directed.
- 2.2 To encourage students/pupils understanding and knowledge of the impact of their actions within the remit of Health and Safety.
- 2.3 Assist within the parameters of school positive behaviour practices and procedures, assist as appropriate to promote the maintenance of Health and Safety.

- 2.4 To provide information to the Activity Support Officer for the recording of incidents or occurrences.

### **3. Promoting Personal and Social Skills**

- 3.1 To encourage students/pupils to maintain hygiene standards (eg. washing hands after toileting)
- 3.2 To encourage students/pupils to leave all areas in a tidy condition.
- 3.3 To encourage good relations between students/pupils and adults through informal discussion and play situations.
- 3.4 As appropriate to organise the distribution and collection of lunchtime equipment and supervise activities where necessary. *(apply to primary/middle schools only)*
- 3.5 To be actively involved and encourage lunchtime games. *(apply to primary/middle schools only)*
- 3.6 To encourage and develop social skills such as mutual respect and trust.
- 3.7 To be aware of cultural and social factors which may have an effect on the supervision of the students/pupils.

### **4. Appropriate Communication**

- 4.1 To report accidents or other occurrences such as child protection issues immediately to the Senior Lunchtime Supervisor.
- 4.2 As necessary, pass on verbal or written information to the Senior Lunchtime Supervisor or appropriate staff.
- 4.3 To liaise with the kitchen staff as appropriate for issues related to lunchtime supervision.

### **5. General**

- 5.1 As part of your wider duties and responsibilities you are required to promote and actively support the School's/TLT's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Please click [here](#) to read our safeguarding policy. Alternatively go to:

<https://www.nethertonian.co.uk/statutory-information>

- 5.2 Carry out your duties with due regard to current and future School's/TLT's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, on going performance development and through School communications

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that **it is an offence to apply for the role** if you are barred from engaging in regulated activity relevant to children.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Chief Executive Officer and Headteacher to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Chief Executive Officer or Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.



## EMPLOYEE SPECIFICATION

**DIRECTORATE:** All Schools Model

**JOB TITLE:** Activity Support Assistant (3)  
(Lunchtime Supervision)

**GRADE:** 3

|    | ATTRIBUTES                                |     | RELEVANT CRITERIA   | HOW IDENTIFIED                                    | RANK |
|----|---|-----|---|---|------|
| 1. | <b>RELEVANT EXPERIENCE</b>                | 1.1 | Experience of working with children/ young people.  | Application Form / Selection Process              | B    |
|    |   | 1.2 | Experience of encouraging the development of relationships between children/young people.   | Selection Process                                 |      |
| 2. | <b>EDUCATION AND TRAINING ATTAINMENTS</b> | 2.1 | First Aid Qualification.  | Application Form / Selection Process/ Certificate | B    |
| 3. | <b>GENERAL AND SPECIAL KNOWLEDGE</b>      | 3.1 | Basic Health and Safety Awareness.  | Selection Process                                 |      |
|    |   | 3.2 | Knowledge of and commitment to the Local Authority's Equality and Diversity Policy and how this relates to the duties of the job. | Selection Process                                 |      |



|    | ATTRIBUTES             |     | RELEVANT CRITERIA  | HOW IDENTIFIED                       | RANK |
|----|------------------------|-----|--|--------------------------------------|------|
| 4. | SKILLS AND ABILITIES   | 4.1 | The ability to relate to children/young people from diverse ethnic/social backgrounds.   | Application Form / Selection Process | A    |
|    |                        | 4.2 | Verbal communication skills in order to liaise with children/young people and other staff members.   | Application Form / Selection Process | A    |
|    |                        | 4.3 | The ability to react in a positive manner to difficult situations which may arise amongst children/young people.   | Selection Process                    |      |
|    |                        | 4.4 | Ability to keep problems in perspective and be patient.  | Selection Process                    |      |
|    |                        | 4.5 | Able to read and understand simple verbal and written instructions.  | Application Form / Selection Process | A    |
|    |                        | 4.6 | Ability to work with children/young people exhibiting behaviour difficulties.  | Selection Process                    |      |
| 5. | ANY ADDITIONAL FACTORS | 5.1 | Physical ability to undertake the duties of the job.   | Selection Process                    |      |
|    |                        | 5.2 | Commitment to ongoing personal training and development.   | Selection Process                    |      |
|    |                        | 5.3 | Willingness to undertake an enhanced Disclosure and Barring Service check. <b>Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</b> | Application Form / Selection Process | A    |

**Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people.**

**We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.**